

## Document Checklist for Family Child Care Programs to prepare for your document review

The more you can organize and label these documents, the smoother the review can be for you, your Technical Consultant and/or your Rating Observer. *You may not have all of these documents/records.*

### Required Elements

#### Three Star Level

- o Copy of most recent **Self Assessment** (B.1.1)
- o **Annual budget** which includes line-item estimated income and expenses (C.2.1)
- o **Line-item comparison** which compares your *estimated* income/expenses to your *actual* income/expenses (C.2.1)
- o Completed **tax documents** for the most recent completed tax year (C.2.1)
- o Records of **income received** (C.2.1)
- o Record of **hours worked caring for children** (C.2.1)
- o Records of **hours worked in the home supporting your business** (C.2.1)
- o Records of participation in the Child and Adult Care Food Program (CACFP) or records of **meals and snacks** served to children (C.2.1), including accommodations for allergy/dietary restrictions (D.1.1)
- o Documentation of sharing nutrition information with parents (D.1.1)

#### Four Star Level

- o **All documents needed at the three star level**
- o Copy of current **policies/handbook**, which identify policies for vacation, holidays, staff/provider time off, procedures for sick provider days, parent procedures for sick days, and related family questions (C.2.2)
- o Copy of **current contract** with parents (C.2.2)

#### Five Star Level

- o **All documents needed at the three and four star levels**
- o Policies which **reduce risk**; this could be located in handbook (C.2.3)
- o Copy of current **emergency drill record** (C.2.3)
- o Proof of Insurance that reduces the risk of doing business in the home (**liability insurance**) (C.2.3)
- o Records of intentional **program planning** (C.2.3)
- o Records of any **increase in fees/tuition** (C.2.3)
- o Policies/proof of practices which support **sound financial planning** (C.2.3)
- o Policies/proof of practices which support **adequate cash flow** (C.2.3)

### For Optional Points

- o Copy of most recent **Quality Improvement Plan** (B.1.2), with **outside verification**, if applicable (B.1.3)
- o Documentation of **curriculum alignment with WMELS** (B.2.2)
- o **Child portfolios** (B.3.1)
- o **Child assessments** (B.3.2)
- o Documentation of **developmental screenings** performed for each child (B.3.3)
- o Documentation of **individual children's outcomes** being tracked (B.3.4)
- o Copy of current **Professional Development Plan** (C.3.1)
- o Copy of **employment policies and procedures**, including job descriptions (C.3.2)
- o Policies/proof of practices which support **access to accurate and timely information on program finances** for appropriate parties (C.3.3)
- o Record of **active, current membership** in an early childhood-focused professional association (C.3.4)
- o Professional development resources on-site (books, current ECE magazines, etc.) (C.3.5)
- o Proof of **health insurance** for the past 12 months for self and dependent children (C.4.1)
- o Proof of **contracted days off**, including any which are paid (C.4.2)
- o Record of **retirement plan contribution** made in the last 12 months (C.4.3)
- o Copy of **program's philosophy** (C.5.1)
- o Copy of **orientation materials** available for parents (C.5.1)
- o Records of **parental input** into program (C.5.2)
- o Records of **parent conferences** (C.5.3)
- o Records of **parent/provider communication** (C.5.4)
- o Documentation of 60 minutes of **physical activity** (D.1.2)

Notes: